

79-1093

23 MAR 1979

MEMORANDUM FOR: Executive Committee Members

FROM :
Secretary, Executive CommitteeSUBJECT : Follow up on 22 March 1979 Meeting of the
Executive Committee*Fitzwater*

1. The following action items came out of the Executive Committee meeting on 22 March. Minutes of that meeting are attached.

a. All members: Review the NAPA report and give preliminary views on it at the next Committee meeting (2 April).

→ b. DDA: Present a plan and schedule at the 2 April meeting for staffing out the NAPA report. Recommended Executive Committee review point(s) should be included. Please forward a short summary of the plan to the Secretary as soon as possible for distribution to Committee members.

→ c. All members: Rank the suggested Executive Committee topics from the list in the Comptroller's memo of 30 January, adding topics to the list if you wish. Please select the eight or so topics you want the Committee to consider, dividing your choices about evenly into two groups: those of greatest importance and suitability for Committee action and those of somewhat lesser importance and suitability. (Ranking within groups is not necessary.) Please send your topic selections to the Secretary by Tuesday, 3 April.

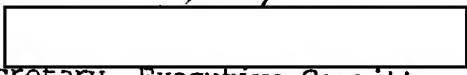
→ d. DDA: Present recommendations on the proposed performance appraisal system to the Executive Committee at the 2 April meeting, taking into account the comments received on your proposal. Please forward a short summary of your recommendations to the Secretary by noon, Thursday, 29 March for distribution to Committee members. (Comments from Agency components were to be sent to the Secretary and forwarded to the D/Personnel by Tuesday, 27 March.)

2. The Headquarters Notice on the Executive Committee will be published shortly. The paper on Executive Committee procedures is attached. Please circulate it to the appropriate members of your staff. In this regard, if you have someone acting as your focal point for Executive Committee administrative matters, please put them in touch with me.

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3. The next meeting of the Executive Committee will be on Monday, 2 April, at 3:00 in the DCI's Conference Room. Decision items: the performance appraisal system and the DDA plan for staffing the NAPA report. Discussion item: preliminary views on the NAPA report. In addition, the final Committee session on ADP applications is scheduled for 5 April at 3:00 in the DCI's Conference Room. Thereafter, meetings will be scheduled regularly as agreed: Wednesdays, 3:30 - 5:00. Tentatively, the 11 April meeting agenda will include a decision on future Executive Committee topics and a briefing on and discussion of the proposed Agency information handling study. Pending items for future meetings: relationships with Agency annuitants and personnel recruiting.

/s/


Secretary, Executive Committee

Attachment:
As Stated

CIA Executive Committee Procedures

1. Meetings. The Executive Committee will normally meet weekly on Wednesday, 3:30-5:00 in the DCI's Conference Room.
2. Agenda. Meetings will have the following format (with specific items ignored as appropriate):

- a. Summary and clarification of the agenda.
- b. Substantive items. Generally meetings will be limited to one or two topics. Where more than one such item is on the agenda, decision items will take precedence (that is, items brought up for the Chairman's decision based on presentations and Committee discussion), followed by information items (involving presentations to the Committee, but no decision except possible follow-up activity), and then discussion items (where extended discussion among Committee members is anticipated, perhaps based on previous briefings, completed studies, or think pieces).
- c. Proposed agenda for future meetings. The Secretary will report on current activities and pending items. Members will be solicited on topics they would like the Committee to address.

As a general rule, items brought up for Committee consideration will require prior knowledge by all of the members, and where appropriate, preparatory work by the members and the staff.

3. Meeting attendance. The principal Committee members or their deputies are expected to attend meetings. The Chairman will advise individual members when their participation is not required. Other Agency officials will be invited by the Chairman to attend Committee meetings during those portions involving presentations and discussions within their areas of responsibility or expertise.

4. Committee and staff paperwork.

- a. Where appropriate, pre-meeting material will be distributed to the members by the Secretary, at least two days prior to a meeting. All such material must go to the Secretary for distribution, who will review and assemble it for all members. Minutes of Committee meetings will be drafted and coordinated by the Secretary.

b. Documentation of the Chairman's decisions will be provided by decision memoranda. Similarly, a Chairman's action memorandum will be used to spell out follow-up action to be taken as a result of Committee deliberations. It will provide the terms of reference for a task to be performed for the Committee: analysis of a proposal, study of a problem, or development of a plan. Normally a task will be assigned to one member for action. If that member sees the need to use significant resources outside his control in order to carry out the task, the action memorandum may call for a task group to be formed, with resource levels from each contributing member clearly identified. The Committee staff will assist in drafting and coordinating these memoranda.

c. The Committee Secretary will maintain the master files of Committee-related material, including an up-to-date list of pending agenda items and staff review items. The staff will prepare studies on agenda items at the direction of the Chairman and provide him with periodic reports on its activities.



STANSFIELD TURNER
Director

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